

HOW TO UPDATE ID AND PROOF OF ADDRESS



REMEMBER YOU MUST HAVE FILES SAVED TO YOUR PHONE BEFORE UPLOADING TO THE MFCU APP

1

- Login and click the menu button in the top left hand corner

2

- Under 'Documents', click 'Doc Upload'

3

- Under 'Documents' section, click 'Choose file' and upload a file from your phone library

4

- Under 'Document Type', choose the type of document you are uploading
- *payslip, proof of address, identification etc*

5

- Click 'Upload'

6

- Wait for document to load. You will receive a 'Success' message when the document has been uploaded correctly

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- **Proof of Address:** utility bill or bank statement dated within the last 6 months
- **ID:** passport or driver's license - we cannot accept public service cards

**Member First**
CREDIT UNION

